

Instructions for Form 720-V Electronic Filing Payment Voucher

2016

Do I need to use a payment voucher?

- Form 720-V, Electronic Filing Payment Voucher, is used by an entity filing an electronic Kentucky tax return (Form 720, 720S, 725 or 765) to pay the balance of tax due.
- If the 2016 electronic tax return shows a refund or no tax due, do not use this payment voucher.
- This is NOT an extension form. Please use Form 41A720SL to file an extension.

Why use a payment voucher?

- **The Department of Revenue does not issue a notice of tax due prior to the deadline for payment.**
- For balance due returns, taxpayers should complete Form 720-V and submit it along with payment. To avoid penalties and interest, the balance due must be paid on or before the 15th day of the fourth month following the close of the taxable year.
- The use of Form 720-V identifies the payment as a payment for a Kentucky electronic filed tax return. **DO NOT** send a copy of the electronically filed return with the payment of tax due.

How do I prepare the payment?

- Make the check or money order payable to the **Kentucky State Treasurer**. Do not send cash.
- If the name and address of the entity are not printed on the check or money order, write them on the check or money order.
- Write the Federal Identification Number on the check or money order.

How do I prepare the payment voucher?

- Enter the entity's Kentucky Corporation/LLET Account Number. Do not use the Secretary of State Organization Number.
- Enter the entity's taxable year ending.
- Enter the entity's Federal Identification Number.
- Enter the entity's name and address.
- Enter the entity's contact name and telephone number.
- Enter the corporation income tax payment on Line 1.
- Enter the income penalty and interest (if applicable) on Line 2.
- Enter the limited liability entity tax payment on Line 3.
- Enter the limited liability entity tax penalty and interest (if applicable) on Line 4.
- Enter the total amount of the payment on Line 5.

How do I send in the voucher with payment?

- Detach the payment voucher at the dotted line below. Mail with payment to Kentucky Department of Revenue, Frankfort, KY 40620-0021.
Note: Certified mail will be returned if not sent to a physical street address, resulting in the delay of processing the voucher.
- **DO NOT attach check or money order to the payment voucher.**
- **DO NOT leave check stubs attached to checks.**



Make check or money order payable to: Kentucky State Treasurer
Mail voucher with payment to: Kentucky Department of Revenue, Frankfort, KY 40620-0021.

★ DO NOT include Check Stubs ★

★ Enclose Check and Voucher Unattached ★

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Department of Revenue

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TRAN CODE

**720-V ELECTRONIC FILING
PAYMENT VOUCHER**

DO NOT send a copy of the electronically filed return with payment of tax due.
Please use Form 720-V to submit payment.

2016

KY Corporation / LLET Account No.

Taxable Year Ending (MMYY)

Federal Identification Number

1. Corporation Income Tax ■
2. Income Interest and Penalty ■
3. Limited Liability Entity Tax ■
4. LLET Interest and Penalty ■
5. Total ■

41A720S120002

Contact Name and Telephone Number

